

## Exit Career Planning Portfolio Interviews

### Instructions for Teachers

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An Exit Career Planning Portfolio interview is likely to occur during the students' Grade 12 year. Presenting their Career Planning Portfolios to a panel gives students the opportunity to showcase, using their portfolios, their career development, as well as personal and essential skills growth by the end of their high school careers. They are also expected to be able to discuss their future goals and plans. It should be noted that exit career planning portfolio interviews are somewhat generic, and not directed at a specific job application. Also important to note is that students are required not only answer the questions asked of them well, but just as essential that they are able to use documents in their portfolios to support their answers.

Listed below is a set of instructions that may be used to coordinate the details necessary when organizing an Exit Career Portfolio interview session.

- ☐ Select a date for the portfolio interviews.
- ☐ Before this date, schedule time for:
  - Ensuring that students have completed the required elements of their Career Planning Portfolio
  - Delivering a lesson to students on participating in a career planning portfolio interview.
  - Coaching students on how to use their portfolios to answer interview questions
- ☐ Allowing no less than 20 minutes per interview, determine how many interviewers you will need in order to accommodate the number of students being interviewed within the time frame you have available. Each portfolio panel should have three members.
- ☐ Select, contact and book interviewers
  - Suggestions: school administrators, parents, community members, business owners
  - Indicate to all interviewers that this is a learning opportunity for students and that constructive yet positive and encouraging feedback is requested.
- ☐ Coordinate and book locations within the school to conduct simultaneous interviews. Where possible, schedule interviews in locations which are not disturbed by general school activity.
- ☐ In advance, email the interviewers with a reminder of the **date, start time and duration** of the interviews. (See sample email.) Attach the following handouts so they are aware of how the students have been prepared and have an opportunity to become familiar with the assessment form they will be using during the portfolio presentation.
  - Career Portfolio Interview Assessment form
  - Career Planning Portfolio Interview Questions
- ☐ Suggest to interviewers the approximate time allotment within the 20 minute interview time frame:
  - 12 minutes – questioning
  - 3 minutes – immediate verbal feedback to students
  - 5 minutes – completion of Career Portfolio Assessment form, written feedback
- ☐ Develop a schedule, assigning each student a portfolio panel and a time slot. (see sample schedule template)
- ☐ Organize a folder for each interviewer that includes:
  - a schedule listing students' names, times, and location of interviews
  - sufficient copies of the *Career Portfolio Assessment forms*
  - a copy of *Career Planning Portfolio Interview Questions*, an achievement certificate for each student, a pen, thank you note/card

### **Role of Lead in Graduating Career Portfolio Panel Interviews**

- Welcome the student to the interview
- Introduce the student to other panel member(s)
- Monitor the progress/time of the interview.
  - Each interview time is approximately 20 minutes.
  - Ask the first question on the Interview Question sheet: "Tell us about yourself."  
Students are to introduce themselves providing a short snapshot of who they are, their goals and possibly their major strengths. (2 – 3 minutes)
  - Interviewers have 10 – 12 minutes to ask questions (either from the question sheet or others that may follow a question asked).
  - Students are to use specific entries in their portfolios to provide evidence of answers to questions.
  - Interviewers are asked to take a couple of minutes at the end of the interview to give the student feedback on the quality of his/her portfolio interview. This can be your lead.

## **GRADUATING CAREER PLANNING PORTFOLIO INTERVIEW QUESTIONS**

To the interviewer: you are asked to give the students an opportunity to showcase, with a career planning portfolio, their career development up to this point, including personal and essential skills growth, as well as their future goals and plans. The students have used the following questions to prepare for this interview. They are aware that they will not be asked all of these questions and they may also field questions other than those on this list. They have been strongly encouraged to use items in their portfolios to support as many of their answers as possible.

### **Interview Opening:**

Tell us about yourself (introductory personal highlights).

### **Possible Interview Questions:**

1. What are three skills you are most noted for and how have you developed them?
2. What area(s) of improvement are you presently working on and how are you doing this?
3. What are your interests outside of school and what have you learned from these experiences?
4. What are your future goals and plans and what led you to make these decisions?
5. Have you done volunteer work and, if so, what skills have you developed as a result of this involvement?
6. Describe something you have accomplished on your own initiative – something you are proud of.
7. If your former or present employer was asked to give an opinion about you, what do you think would be said?
8. Describe an activity that required collaboration with others and tell us how teamwork was achieved.
9. Tell us about a challenge you have had to deal with and how it was resolved?
10. What have you done to set an example to others?

# CAREER PORTFOLIO INTERVIEW ASSESSMENT FORM



STUDENT: \_\_\_\_\_

GRADE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

	Needs Work	Satisfactory	Proficient	Exemplary
<b>Organization Skills</b>				
1. The student is well prepared and organized.				
2. The portfolio is organized, professional looking and visually attractive.				
3. The portfolio contains a variety of components e.g. resume, cover letter, references, transcripts, evidence of best work, demonstration of skills, etc.				
4. The student readily locates portfolio items to support answers to questions.				
<b>Presentation Skills</b> The student:				
1. speaks clearly, and maintains eye contact and a positive body image.				
2. is appropriately dressed.				
3. shows enthusiasm and a sense of accomplishment.				
4. positions the portfolio so it is visible to all panel members.				
<b>Communication Skills</b> The student:				
1. provides the panel with a carefully thought out summary of personal highlights in the introductory comments.				
2. provides comprehensive answers to questions from the panel by skillfully referring to specific portfolio entries.				
3. is able to clearly demonstrate a wide range of skills throughout the interview including, for example, personal management, problem-solving, leadership, teamwork, communication, and academic skills.				
<b>Overall assessment of Interview</b>				

Comments:

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Signature of Panel member

Date

## **Sample email to Career Planning Portfolio Interviews Panel Members**

Dear (Name),

The (class) at (school) thanks you for agreeing to be a member of a panel participating in our career planning portfolio interviews on (date) beginning at (time). We have (number) students who will be interviewed by (number) panels and each is expected to take twenty minutes. Attached are two documents, *Career Planning Portfolio Interview Questions* and *Career Portfolio Interview Assessment Form*, which will give you some insight on how students have been prepared for answering interview questions and how their presentations are assessed. These documents will be provided for your use on the day of the presentations.

Presenting their Career Planning Portfolios to a panel in an interview format gives students the opportunity to showcase their career development up to this point, as well as their future goals and plans. It should be noted that career planning portfolio interviews are somewhat generic, and not directed at a specific job application, since portfolios may be used in a variety of situations such as applications for scholarships, educational field trips, teams/clubs, and entry to post-secondary programs, as well as in a job interview. In their presentations, students are required not only to answer the questions asked of them well, but they must also use documents in their portfolios to support their answers.

While we ask you to complete an assessment form for each student, your main role is to provide advice and encouragement for the students. The teacher, if preferred, will assign the numerical value of a formal evaluation.

We would like you to meet (where) at the school twenty minutes before the presentations are scheduled to receive instructions and to be shown to your interview locations. If you have any questions or concerns, please email me at (email address) or phone me at (phone #).

Once again, thank you for taking time from your busy schedule to contribute to the education of our students. It is very much appreciated.

Sincerely,

(Name)

## Career Planning Portfolio Interviews Schedule

**School:**

**Class:**

**Date of Interviews:**

**Time Duration: From                      to**

### Portfolio Panel Interviewers (Panel # )

**Interview Location:**

1.

2.

3.

[illegible]**Portfolio Panel Interviewers: (Panel # )**

**Interview Location:**

1.

2.

3.

[illegible]